Gaining National Registry Certification upon Turning 18

For 'Under 18' students, the policies established by National Registry are as follows:

1) **Tested at 16 years of age, upon turning 18 (If still within 2 years of certification date):**
   a. Complete the following application: National Registry EMT Test Eligibility:
   b. Have an Education Coordinator or Operational Medical Director verify psychomotor competency by completing Section 2 of the above application
   c. Send completed application along with a copy of a valid CPR card to the address on the application
   d. Log into your National Registry Account and Click on **'Create Initial Entry Application'**
   e. Enter course end date (cannot be greater than 2 years old)
   f. Select **'EMT'** for level testing
   g. Select '**VA**' for State
   h. Click on the blue link for **'List of EMS Education Programs'** and select Program Code **76000 – Virginia Office of EMS**
   i. Provide your Virginia certification number
   j. Answer the felony and CPR questions
   k. Submit the application
   l. After the application is saved click on **'View Application Status'**
   m. Click on **Application Payment** and pay the $70.00 testing fee
   n. Wait for email from OEMS stating the application has been approved
   o. 24 hours later log into your National Registry account and click on **'Check Initial Entry Application Status'**
   p. Obtain your Authorization to Test letter and contact Pearson Vue to set up your examination date
   q. Take and successfully pass the National Registry cognitive examination to gain National Registry certification

2) **Testing at 16 years of age, upon turning 18 (Greater than 2 years have passed since certification date):**
   a. Complete the 36 hours of CE required for recertification in Virginia
   b. Recertify your Virginia EMT
   c. Complete the following application: National Registry EMT Test Eligibility:
   d. Send completed application along with a copy of a valid CPR card to the address on the application
   e. Log into your National Registry Account and Click on **'Create Initial Entry Application'**

f. Enter course end date (should be the most recent certification month and year, not your initial course end date)
g. Select **'EMT'** for level testing
h. Select **'VA'** for State
i. Click on the blue link for **'List of EMS Education Programs'** and select Program Code **76000 – Virginia Office of EMS**
j. Provide your Virginia certification number
k. Answer the felony and CPR questions
l. Submit the application
m. After the application is saved click on **'View Application Status'**
n. Click on **Application Payment** and pay the $70.00 testing fee
o. Wait for email from OEMS stating the application has been approved
p. 24 hours later log into your National Registry account and click on **'Check Initial Entry Application Status'**
q. Obtain your Authorization to Test letter and contact Pearson Vue to set up your examination date
r. Take and successfully pass the National Registry cognitive examination to gain National Registry certification

3) **Testing at 17 years of age, upon turning 18 (and within one year from passing psychomotor examination):**
   a. Log into your National Registry account and click on **'Create Initial Entry Application'**
   b. Enter course end date (cannot be greater than 2 years old)
   c. Select **'EMT'** for level testing
   d. Select **'VA'** for State
   e. Click on the blue link for **'List of EMS Education Programs'** and select the **Program Code for your instructor**
   f. Provide your Virginia certification number
   g. Answer the felony and CPR questions
   h. Submit the application
   i. Send a letter to National Registry asking that your assessment application be converted to a certification application
   j. Send a $30.00 check or money order with the letter
   k. Notify your Program Director so they can verify your course completion in their Program Director account with National Registry.
   l. **Program Director** - Make sure you change the course completion date to the appropriate month and year
   m. Send an email to Deborah.T.Akers@vdh.virgina.gov requesting that verification of psychomotor testing be completed by OEMS.
   n. Upon receipt of the $30.00 administrative fee and request to convert the application to certification National Registry will issue National Registry certification.
   o. **If one year has passed since passing psychomotor examination you will need to follow the policies for the 16 year old within 2 years of certification date.**

If you have any questions, please contact the Division of Educational Development at 804-888-9120 for assistance.